



Welcome to Anglia Sunshine Nurseries



2020

Anglia Sunshine Nurseries, 8 Warner Way,
Chilton Industrial Estate, Sudbury, Suffolk. CO10 2GG.
www.angliasunshinenurseries.co.uk (01787) 371797
Companies House Number: 7060969



2014



Welcome

A warm welcome to Anglia Sunshine Nurseries on behalf of us all. We look forward to meeting you and welcoming your family to the sunshine experience.

Our Philosophy

- We strongly believe that every child deserves the best start in life.
- At our Nursery we provide a warm caring and stimulating environment where every child will feel safe and secure to explore the world through play.
- We are committed to ensuring your child receives outstanding care and education at all times.
- All activities are well planned to give each child the correct balance in all stages of their development, providing excellent facilities and equipment we can ensure your child will reach their full potential.

As a team we...

Create a warm, friendly atmosphere.

Promote a child's self-esteem.

Care for all aspects of a child's development.

Provide consistent care from happy, enthusiastic, highly qualified and motivated staff.

Provide a secure, hygienic, safe environment to play and learn.

Provide a high-quality curriculum across the age range that ensures every child has the opportunity to make good progress.

Encourage children to be co-operative, respect others and promote positive behaviour.

Provide a variety of activities indoors and out to suit varying needs, moods, interest and abilities.

Value every child as an individual by giving them time to talk and staff time to listen.

Review, adapt and improve existing programmes to take account of children's development.

Our Rooms



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At Anglia Sunshine Nurseries we have the following rooms...



Daisy Room

0-18 months

Daisy Room

0-18 months



Snowdrop Room

18-28 months

S
2



2-3 years



Poppy Room

3-5 years

Staff Structure

Position	Staff member
Proprietor	Jacqui Stoneman
Nursery Manager	Felicity Rose
Deputy Manager	Rachael Lawrence
Third in Charge	Kate Friend
Accounts Administrator	Felicity Rose
SENCo	Rachael Lawrence
Deputy SENCo	Sarah Norton
Catering Manager	Nicola Rickwood
Room Leaders	Rachael Lawrence Astra Denny Lianna Shaw Laura Wilson Shannon Nuttall
Nursery Nurses	Shelly Stokes Aysha Bimici Christie Page Emma Alderton Sharni Youngs Sophie Raymond Claire Rose Hayley Crawte Amy Arkle Kate Friend Danielle Thompson Kayley Clements Millie Clark
Nursery Assistants	Sharon Stretton Sarah Norton Emma Needs
Bank Staff	Debbie Merton Nicole Gardiner Crystal Richardson Carly Wallings Georgia O'Hair Katie Brightwell
Apprentices'	Louise Rose Jamie Howland Chloe Hart Sarah Lawrence Freya Boydell

Early Years Foundation Stage Framework

Your child's learning and development is of paramount importance. At Anglia Sunshine Nurseries we follow guidelines and statutory requirements set by the Department of Education which is the Early Years Foundation Stage framework (EYFS).

The EYFS is a legal requirement for all nurseries to follow, it sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare.
- The 7 areas of learning and development which guides professionals in their engagement with your child's play and activities as they learn new skills and knowledge.
- Assessments that will tell you about your child's progress through the EYFS.
- Expected levels that your child should reach by the age of 5, usually the end of reception year, these expectations are called the Early Learning Goals.

At Anglia Sunshine Nurseries we use this guidance to support your child by planning learning activities and observing and assessing what and how your child is learning and developing.

Here are some of the ways we support the EYFS within our activities...

Expressive arts and design

Getting messy hand printing.



Personal, Social and Emotional Development

Lots of lovely cuddles.



Understanding of the World

Making apple crumble from apples grown in our own garden.



Communication and Language

Listening at registration.



Physical Development

Exploring our garden.



Mathematics

Completing puzzles.



Literacy

Sharing stories.



EyLog Learning Journey



In line with Ofsted standards and in keeping with the EYFS we are required to keep a record of each child's learning and development during their time with us. In the past and in many other nurseries these are/have been done in handwritten form. At Anglia Sunshine Nurseries we have a digitally formatted way of recording the observations of all the outstanding developments that your child achieves with us.

When you have signed up you will receive an email each time the staff submit an observation containing a link, this then allows you to view your child's learning journey and the observations recorded within. This EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey an even more comprehensive view of your child's learning and development.

To share the learning journey with you there is a secure system in place that is password protected. If you would like to sign up there is a form within the consent pack.

Here are some things parents have said about the EyLog learning journey...

"I feel the EyLog has been a valuable addition to the way the nursery runs, it allows myself, a parent who doesn't get the chance to drop off or pick up, to keep up to date in real time with how my daughter is developing at nursery. It also allows me to share discussions with my daughter about what she has been doing and we love looking at the photos and videos together."

"Fantastic, quick and easy to use and a lovely way to see them interact with both the staff and their friends."

Terms and Conditions

February 2022

We can confirm your offer of a place once you have completed a Booking Form, provided ID & made the payment of our non-refundable administration fee of £50.00 per family.



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- We are only able to hold places open for 7 days from the date of offer.
- All fees are payable in advance by the 1st of the month.
- We require a minimum of 2 sessions per week.

FUNDING: Anglia Sunshine Nurseries offers funding in accordance with the most recent Suffolk County Council's guidance, for children from the term following their 3rd birthday. We also offer 2-year-old funding if presented with a golden ticket or code. 30 hours subsidised funded places will only be guaranteed once we have received and validated your code. All places are offered subject to availability.

<p style="text-align: center;">Sessions</p> <p style="text-align: center;">Subject to Availability</p>	<p style="text-align: center;">Children aged under 3</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">From the month after a child turns 3 years old</p> <p style="text-align: center;">Includes all meals and snacks</p>	<p style="text-align: center;">For All Funded Places only.</p> <p style="text-align: center;">The additional daily charges below will be made for meals, snacks, and activities.</p> <p style="text-align: center;"><i>NB: Funded Sessions can only be changed at the end of each term.</i></p>
<p>Any Additional Hours <i>we require 24 hours' notice for any additional hours - to ensure staffing levels are maintained. Additional hours are subject to availability.</i></p>	£9.24	£9.24	£9.24 For all additional or non - funded hours
<p>Full Day 8.00am – 6.00pm</p>	£61.74	£57.44	£19.43
<p>Short Day 8.00am – 3.30pm</p>	£54.86	£54.18	£16.28
<p>Half Day – 5 hours (limited Availability) 8.00am - 1.00pm or 1.00pm – 6.00pm</p>	£41.37	£37.91	£14.70

- I. If you are entitled to the universal 15 hours or the extended 30 hours, these can be stretched over the full year September to September, you can use all those hours with Anglia Sunshine Nurseries or normally in partnership with us and another provider. You will need to nominate the universal or extended provider to enable all providers to process the claims and only claim up to your agreed entitlement.
- II. All fees are payable by standing order, credit card, bank transfer and/or Child Care Vouchers, and must be received by 1st of each month, in advance for the following month's fees.
For example, August fees invoiced in July should be received by 1st August.
- III. Funded Fees are normally calculated over 38 weeks of the year - with the additional 14 weeks being charged on our normal terms of business or the funding can be stretched over 51 weeks.
- IV. The Nursery will be closed for Christmas week and all Bank Holidays (As staff are still paid - full fees/funding will be applicable).

- V. We have a very restricted number of term time only places available in the pre-school only. Though we do charge a retainer for holidays of 50% of the fee or a minimum 2 sessions per week.
- VI. There are limited funded places available that are free at the point of entry available on request and subject to availability, please speak to the Manager.
- VII. No discounts will be given for holidays or Bank holidays or quarantine periods. Fees are still payable if your child is off sick from nursery. For operational purposes, we require written or email notice of holidays or non-attendance.
- VIII. Full paying Fees include freshly prepared meals, snacks, drinks (excluding formula milk) as well as all additional activities. These are all charged for within the daily fee for all funded places.
- IX. We ask you to bring nappies. Sun cream and any special nappy cream will also need to be supplied for your child.
- X. Due to strict child: staff ratio's, it is important to keep to your child's session times. Parents and carers who collect their child late or drop off earlier than the start of their session will be charged £15.00 for first 15 minutes or part thereof. Thereafter it is £5.00 for every additional 5 minutes or part thereof.
- XI. Any extra sessions or days booked will be invoiced separately, and can be paid for by cash, credit card, bank transfer and/or Child Care Vouchers.
- XII. A late payment charge of £50.00 will automatically be made for any fees received after 1st of the month.
- XIII. A new Registration Form will be required if you wish to confirm a further place for siblings.
- XIV. We require a full months' notice of termination in writing, otherwise full fees will be charged.
- XV. Fees are reviewed regularly, and any changes will be notified with 1 month's written notice.
- XVI. We work hard to ensure that we have a great team at Anglia Sunshine Nurseries and on occasion that has led to families offering employment to members of our team, if this were to happen, we will charge a £5,000 introduction fee to cover our recruitment and training costs.

Child's Name

Start date

For Office use only.

Xero	
EyLog	
File	
Contact Card	

Registration Pack

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Birth Cert. No.

Red Book.....

Parent/Carer Contract



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We have made a commitment to provide high standard quality nursery care and keep you involved and informed of our plans. To provide this service for you we need you to read and agree to the following:

I understand that:

- Nursery fees should be paid 1 month in advance within the first week of the month.
- I am aware that a late payment fee will be charged on the second week of the month at a rate of £35.00
- If the fees are not paid by the end of the month my child will no longer be able to attend nursery until the fees are paid in full.
- If my child is unable to attend, I will let you know as soon as possible, fees are still payable for non-attendance.
- I understand that I am unable to swap or change any sessions.
- I will keep you informed of any changes to my address or emergency contact details.
- I will collect my child by the end of their session. If I am likely to be late, I will inform you as soon as possible. I understand a standard rate is charged for any late pick-ups.
- If I wish to take my child out of nursery, I will give a months' notice in writing or email.
- The Nursery will need to see my child's birth certificate and red book open starting to verify their identity.
- I agree to these terms and conditions.

Name of Child: _____

Parent Signature: _____

Date: _____

Dear Parents/Carers,

Introducing the 360 degrees View of EyLog – Helping us to Involve, Share and Engage with Parents

We have recently invested in a new digitally formatted way of recording our observations, photos and short video clips of all the outstanding developments that your child achieves during the course of their nursery



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sessions. We wanted a way of being able to capture them on the spot to be able to share them with you, so you never have to miss out on their magical moments.

You may have seen the staff using the tablets to write up their key children's wow moments and achievements, each room has their own tablet to ensure they don't miss anything. The staff have now got to grips with them and are ready to start sharing the learning journeys with you.

You will be able to access the learning journey at the click of a button and be able to view the observations recorded at the nursery. When the staff submit a completed observation of your child the email addresses that you provide us with will be alerted with a message, allowing you to view it. The new EyLog system also makes it possible for you to contribute to the learning journey with observations from home, making the learning journey even more comprehensive and enabling a 360-degree view of your child's development in their early years.

To share the learning journey with you there is a secure system in place that is password protected, for us to activate this we need your personal email address. Please complete the slip below if you wish to sign up for this service. You can add up to two email addresses to allow for each parent to be notified individually.

If you do not wish to use the email service, we will continue to do the learning journey on the tablets but will share them with you at parent's evenings.

If you would like some more information or a demonstration please do not hesitate to come and speak to the staff in the room or Felicity and Kate in the office.

Yours sincerely

Felicity Rose

Nursery Manager

Name of Child -

I / We wish to sign up for accessing my child's Learning Journey on line with EY Log.

Email address/es:

Signed:



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Basic Details	
Child's name:	Known as:
Date of birth:	Gender:
Name of parent(s) with whom the child lives:	
Parent/Carer Occupation: Do you have parental responsibility for this child? Yes/No (please delete as appropriate) If no, do you have legal contact? Yes/No (please delete as appropriate)	Parent/Carer Occupation: Do you have parental responsibility for this child? Yes/No (please delete as appropriate) If no, do you have legal contact? Yes/No (please delete as appropriate)
Address of parent(s)/carer with whom the child lives:	
Home/mobile telephone numbers: Parent/Carer: Parent/Carer:	Work place/ telephone numbers: Parent/Carer: Parent/Carer:
Email address	
Name of parent(s) with whom the child does not live:	
Does this parent have parental responsibility?	Yes/No (please delete as appropriate)
Does this parent have legal contact?	Yes/No (please delete as appropriate)

Does this parent have legal access to the child?		Yes/No (please delete as appropriate)	
Address:			
Home telephone number:		Mobile telephone number:	
Emergency Contact Details Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency. NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.			
Emergency Contact 1		Emergency Contact 2	
Name:		Name:	
Home telephone no:		Home telephone no:	
Mobile telephone no:		Mobile telephone no:	
Relationship to child:		Relationship to child:	
Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.			
Authorised Person 1		Authorised Person 2	
Name:		Name:	
Home telephone no:		Home telephone no:	
Mobile telephone no:		Mobile telephone no:	
Relationship to child:		Relationship to child:	



We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Health Information

Does your child suffer from any of the following (please tick those which apply)

Additional Security Information:			
Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (Allergy authorised or emergency contacts) when you are unable to.			
Sight Impairment		Deafness	
We as a setting and especially your child/children key person will be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.			

Does your child require medication, either long term for existing conditions or lifesaving drugs such as Ventolin? (Please give details of the medication and dosage)

Is your child up to date on their vaccinations? **Yes/No** (Please delete as applicable)
If no please give details below

Does your child have any special dietary needs or preferences? **Yes/No** (Please delete as applicable)
If yes please give details below

Does your child have known allergies? **Yes/No** (Please delete as applicable)
If yes please give details below

Has your child had any appointments with the dentist, opticians, or any hearing tests?
Please give details

Name of GP:
Surgery:
Address:
Telephone number:

The following information is voluntary and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor/Social Worker	
Name:	Telephone number:
Based at:	
Has your child had their two-year-old progress check?	Yes/No (Please delete as applicable)
If so, on what date was this completed?	
Are you able to share this information with the setting?	Yes/No (Please delete as applicable)

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background
How would you describe your child's ethnicity/cultural background?
What is the main religion of your family?
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while s/he is in our setting?
What is/are the main language(s) spoken at home?
If English is an additional language, will this be your child's first experience of being in an English-speaking environment?
Yes/No (Please delete as applicable)

Special Educational Needs and Disabilities

Does your child have any special needs or disabilities? **Yes/No** (Please delete as applicable)
 If yes please give details below

Does your child/family have an EHA (Early Help Assessment) in place

Will your child require any additional support in our setting?

Professionals involved with the child

Name:	Name:
Agency:	Agency:
Role:	Role:
Telephone no:	Telephone no:

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

Permissions and Consent

Permission for the setting to act in loco parentis

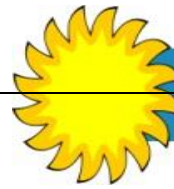
If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport your child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement/wording that does not apply and sign and date this section.

I / We parent(s)/guardian(s) of _____ do / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I / We do not agree to this statement and indicate our wishes as follows

Signatures of parent(s):

Date:



Additional Information

Proposed Start Date:

Please tick sessions required:

SESSIONS	MON	TUE	WED	THU	FRI
Early 7.30am – 8am – by prior arrangement					
AM 8am to 1pm including lunch					
PM 1.00pm to 6pm including tea					
Full Day 8am to 6pm including lunch & tea					
Short Day 8am to 3:30pm including lunch					

When is your child due to start school? _____

Name of School _____

To help settle your child into the Nursery please enter any personal details that you feel may be relevant:

Please use this space if you wish to add any further information.

Further information regarding how we use children’s images within the setting can be found in our Image Use Policy

SPECIAL NOTE: Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.

I / We confirm that the information provided on this form is correct to the best of our knowledge.
Signature of Parent (s)/Carer (s)

Date

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time.





The categories of child information that we collect, hold and share include:

The information we request from you (by way of your child's registration form and pack) we have a legal obligation to collect as required by The Early Years Foundation Stage (Welfare Requirements) Regulations 2012.

- Personal information (such as name, date of birth and address)
- Attendance information (such as session attended, number of absences and absence reasons)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Relevant medical information (such as conditions that may require treatment during sessions times)
- Assessment information
- Information about any special education need

Why we collect and use this information

We use the data:

- To support the child's learning and development
- To monitor and report on the child's progress, both internally and to the County Council
- To provide appropriate care to meet the needs of the child
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with the requirements of the Early Years Foundation Statutory Framework (2017)

The Lawful basis on which we use this information

We collect and use children's information under the Early Years Foundation Stage Statutory Framework (2017), the Data Protection Act (1996) and the GDPR (2018)

Collecting Child Information

Whilst the majority of child information you provide us with is mandatory, some of it is provided on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Children's data

We hold all children's records as follows:

- Attendance, registrations medication and accident records for 3 years after the child has left the setting.
- Children's welfare data for 21 years after the child has left the nursery, to allow for claims against our Public Liability Insurance. After that records are shredded.

Who we Share Children's Information with

- Schools and settings that the children attend after leaving us
- Our local authority
- The Multi-Agency Safeguarding Hub/Team

Why we share children's information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to their child's information that we hold.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This is a big change to data protection legislation we will update our systems and processes in order to ensure we are fully compliant as the legislation evolves.

Consent Pack

Short outings

Occasionally when able, we like to take children on walks to the nearby Belle View Park, local pet shops and playing fields.

All walks are fully supervised with the highest of child/staff ratios met. A risk assessment has been carried out, and a copy is kept in the nursery office.

Medicine/Calpol

To give consent to a senior member of staff to administer or witness giving calpol (if they have a high temperature) or prescribed medicine to your child, if required and named contacts are unavailable.

Use of plasters/adhesive bandages

Due to allergies we need to have your consent to confirm the use of plasters or adhesive bandages.

Photographs for advertising/marketing and social medias. (Facebook, Instagram and Twitter)

We may use photos taken at nursery for advertising and marketing purposes, both in print and online. Occasionally we have the press come in to nursery and take photos for articles featured in the newspaper, again both in print and online.

We like to keep our social networking pages updated and post photos of the children enjoying the activities we have on offer. We currently use a nursery camera to take pictures or record. The camera will be kept in the office when not in use and all photos deleted once published on the social media.

Photographs for display within the nursery setting

We often like to use photographs of the children on our wall displays within the nursery.

Face paints

To allow your child to have their face painted with face paints on special occasions.

Birthdays and celebrations

On occasion when celebrating birthdays etc. some parents like to supply a cake or party food.

Photographs by professionals

Twice a year we have a professional photographer who comes in and he/she takes individual and sibling photos of all the nursery children.

Sun Cream

During better weather we like to spend as much time outside as possible. During this time we want like to children to be protected from the sun. We usually ask parents to bring in their own sun creams in the child's bag labelled. Parents can inform staff on arrival if sun cream has been applied or if a member of staff needs to apply it.

Other Creams

Occasionally children became sore, mostly with nappy rash, so when we can we would like to ease this for the children and apply cream to help, such as sudocream. If your child cannot have any or have to have a particular one then please inform a member of staff and we can make a note of this for our records.

Learning Journey for Ofsted

When Ofsted inspectors come in as part of our audits by the local authority, they may wish to look at a child's learning journey.

Others' Learning Journeys

Sometimes in the photos the staff take on the tablets, your child may be in the background or foreground playing with another child, and we would like to publish this photo as an observation to the other child's learning journey.

Consent



Child's Name:

Date:

	I DO give consent (please sign and date)	I DO NOT give consent (please sign and date)
Short outings		
Medication/Calpol		
Plasters/Adhesive bandages		
Photographs for advertising/marketing and Social Medias		
Photographs for wall displays		
Face paints		
Birthday and celebration food		
Photographs by professionals		
Sun Cream		
Other Creams		
Learning Journey for Ofsted		
Others' Learning Journeys		

